

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is the oversight and management of departmental operations under the direction of the Fire Chief. An employee of this class performs the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief supervises the departmental response to fire alarms and emergency calls, assists with the planning and development of the department oversees fire prevention operations, and oversees the supervision of subordinate employees, ensuring adherence to departmental policies and procedures. The incumbent of this class assists the Fire Chief with the supervision and training of fire department personnel, and provides for the care and maintenance of department equipment, vehicles and property. The Deputy Fire Chief works with a high degree of independence, reporting to and having work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below that of the class of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the Chief's absence. Recommends and sets management policies, goals and objectives for the department. Assists the Fire Chief in determining how the department should be organized, including the number of operating units and distribution of such units. Manages all departmental operations, including those related to departmental personnel, equipment and apparatus. Participates in the research and planning for programs and activities of the department. Keeps informed on modern fire fighting methods, administrative practices, new or proposed laws, regulations, court rulings and local trends that may affect the fire service. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Monitors and evaluates local conditions which may become fire or safety hazards. Works with the Fire Chief to assist or advise boards, unions or agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Provides supervision by overseeing and evaluating the work performance of all subordinate department employees. Manages the

scheduling of personnel and the assignment of duty areas. Discusses work performance with subordinates, and provides assistance in technical areas of work. Inspects the appearance of assigned equipment and personnel. Holds meetings with fire department employees to receive reports and distribute information. Delegates authority for the more effective operation of the department. Provides that discipline is maintained by counseling employees who are experiencing work problems, by meeting and working with employee groups, by resolving complaints and grievances or by taking any other action deemed necessary. Conducts inspections of department operations, evaluates effectiveness and takes appropriate action to correct or improve problem areas. Investigates all complaints and accidents involving department equipment or personnel and makes recommendations on procedures to avoid or actions to be taken. Assists the Fire Chief in writing employee evaluation reports. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law.

Oversees the fire prevention and fire inspection operations, providing for effective fire inspection program, including the inspection of buildings and occupancies within the area served, identifying exposures and hazards, and satisfies other fire prevention objectives. Draws pre-planning maps and diagrams. Oversees pre-fire planning, including gathering and studying information regarding types of occupancy and structure, building layout, hydrant and standpipe location, and hazardous materials storage.

Participates in developing a personnel recruitment and selection program, interviewing and recommending prospective employees for hire. Develops and manages the training program for the department, evaluates training needs, and ensures that such program is properly staffed and supplied with the appropriate resources. Supervises "on-the-job" training as well as classroom training in fire suppression and related areas. Personally conducts training in fire inspection, fire investigation and supervision.

Supervises the preparation and maintenance of all department records. Assists the Fire Chief in making decisions concerning what information should be included in all records of the department and in what form this information should be kept. Checks the accuracy of forms, reports or records completed by subordinates, including LFIRS reports and payroll records. Writes reports, newspaper articles or any other type of official department position paper for publication. Writes letters in response to requests or to address problems or other needs of the fire department.

Informs the public about the work of the fire department by means of talks, demonstrations, or distribution of literature to schools, civic groups, or any other citizens. Acts as department representative to the news media and the public, releasing information and answering questions concerning the work of the department. Coordinates special projects related to public

relations or the image of the fire department.

Assists the Fire Chief in the management of the funds and assets of the fire department. Gathers information to be used in compiling the departmental budget. Meets with sales representatives to review products. Purchases equipment and supplies keeping within the established budget. Assists the Fire Chief in writing specifications for new equipment and making major purchases for the department.

Oversees inventory of department supplies and equipment. Manages the general care, repair and maintenance of department vehicles, fire fighting apparatus, stations, grounds, and communications or other specialized equipment.

Responds to all alarms or emergency calls and supervises subordinate employees at the scene of an emergency. Performs size-up, directs operations in different areas as needed or acts as part of the fire attack team. Oversees safety procedures at the scene of an incident and supervises emergencies involving hazardous materials. Maintains communications and provides for the needs of fire fighting and other emergency personnel at the scene of an incident.

Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Testifies in court when required. Directs the inspection of buildings to determine the existence of potential fire hazards. Collects information for pre-fire planning and reviews plans for new construction.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Assistant

Fire Chief immediately preceding closing date for application to the board.